

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ALASKA  
Clerk of Court  
Federal Building & U.S. Courthouse  
222 West Seventh Avenue #4  
Anchorage, Alaska 99513-7564

March 10, 2008

**IDA ROMACK**  
**CLERK OF COURT**

Subject: Attorney User's Manual for CM/ECF.

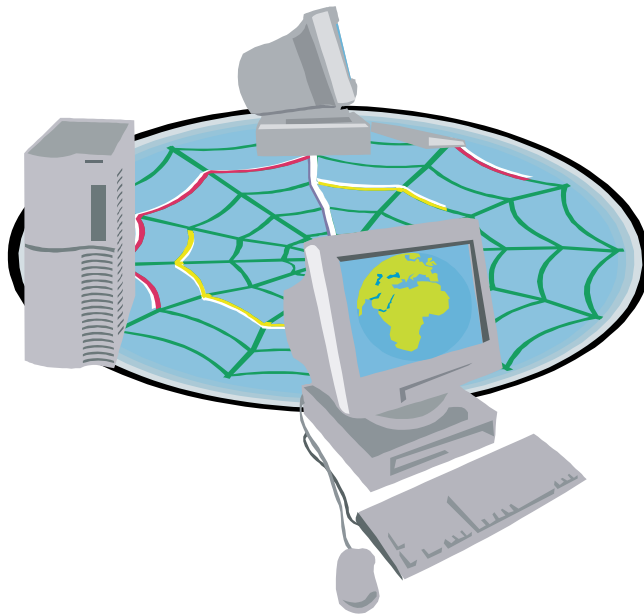
Attorneys are advised that the Attorney User's Manual for CMECF is an ever changing document. Although some aspects of it are entirely on point, some items are not current.

If an attorney finds a discrepancy between the current CMECF version and the Attorney User's Manual they should contact the Courts CMECF Help Desk, at 907-677-6141, 1-866-403-1914 or via e-mail at [cmecfhelpdesk@akd.uscourts.gov](mailto:cmecfhelpdesk@akd.uscourts.gov), for clarification.

Sincerely,

IDA ROMACK  
Clerk of Court

# Electronic Case Filing With CM/ECF



## Attorney User's Manual

District of Alaska  
(January 2006)

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# **Electronic Case Files System User's Manual**

## **Getting Started**

### **Introduction**

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer and Adobe Acrobat.

### **Help Desk**

Contact the Court's Help Desk between the hours of 8:00 A.M. to 12:30 pm; and 1:30 pm to 4:30 pm, Monday through Friday, if you need assistance using ECF.

**Toll Free Help Desk – 1-866-403-1914**

**Phone - Anchorage 907-677-6145**

OR

**E-mail: [cmecfhelpdesk@akd.uscourts.gov](mailto:cmecfhelpdesk@akd.uscourts.gov)**

### **ECF System Capabilities**

The electronic filing system allows registered participants with Internet accounts and an Internet browser to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

## Requirements

### Hardware and Software Requirements

The hardware and software requirements needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows 95, Windows 2000, Windows XP or Macintosh, with at least 16 mb of available memory.
  - An Internet provider using Point to Point Protocol (PPP); it is recommended that you utilize a high speed connection (256 kbs, or higher)
  - Internet browser; Netscape Navigator software version 4.7 or higher (available at [www.netscape.com](http://www.netscape.com)). Internet Explorer version 5.5 or higher (available at <http://www.microsoft.com/windows/ie>) or Mozilla Firefox (available at <http://www.mozilla.com/en-US/firefox>).
  - Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF). Other low cost solutions are available through [www.pdfzone.com](http://www.pdfzone.com).
  - A scanner to convert documents to electronic (PDF) format that can not be converted from word processor. A scanner cannot be used for converting documents that can be converted to electronic (PDF) form a word processing format.
- \* Although you may be able to access ECF with earlier versions of Netscape and Internet Explorer, there is a security risk. **DO NOT USE** America On-Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 7.x.

### PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

## Registering for Access to ECF

Participants will need to register with the Court to receive a login and password for the ECF system. Registration forms can be obtained on our web site at [www.akd.uscourts.gov](http://www.akd.uscourts.gov). Alternatively, completed registration forms can be mailed to:

U.S. District Court  
Clerk's Office  
Attn: ECF Attorney Registration  
222 West 7th Ave., Box #4  
Anchorage, AK 99513

Once an account has been established, your login and password will be sent to you by the Clerk's Office via e-mail. Upon receipt, you will be asked to confirm by return e-mail that you have received your login and password for ECF.

## Preparation

### Setting Up the Acrobat PDF Reader

Users must set up the appropriate software, such as Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation. Adobe Reader is free for download at [www.adobe.com](http://www.adobe.com).

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

### How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- [Click] on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- [Click] on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

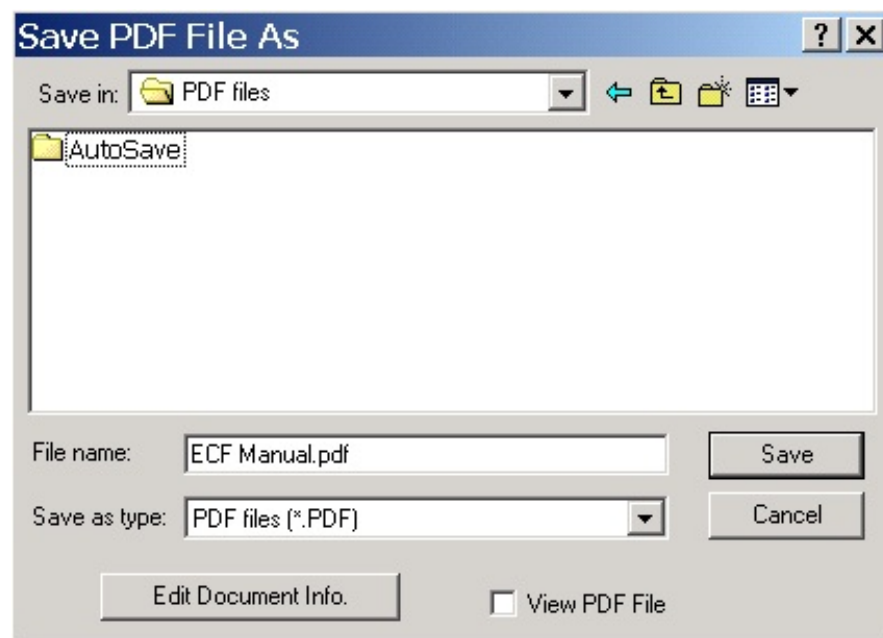
### How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory.



### Using any word processing program:

- Install Acrobat Writer or FinePrint pdfFactory on your computer
  - Open the document to be converted
  - Select the **[Print ]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
  - Select **Adobe PDFWriter** or **FinePrint pdfFactory\***
  - “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary, **[click]** in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and **[click]** the **[Save]** button.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.*

*\*You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

## Basics

### User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

### Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: **<data to be entered>**.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

### Documents Filed In Error

The party electronically filing a pleading or other document is responsible for designating a proper docket entry title for the document, by using one of the event categories prescribed by the court.

Once a document is electronically filed it becomes part of the electronic case file. Once the transaction is accepted, CM/ECF will not permit the filing party to make changes. Corrections to the docket can only be made by the Clerk's Office. The Clerk of Court will, where necessary and appropriate, modify the docket entry description to comply with quality control standards.

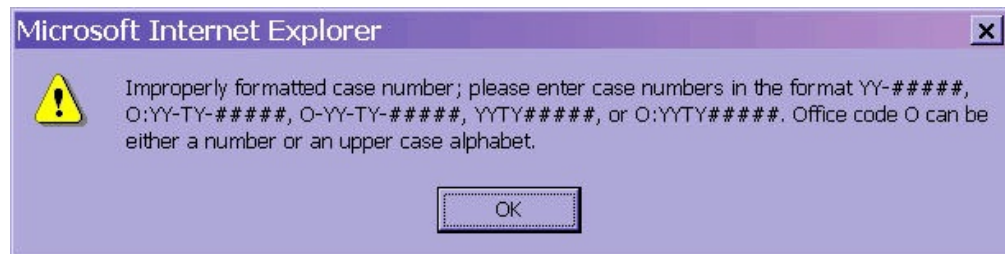
If an error is discovered, the filing party should contact the CM/ECF Help Desk, either via e-mail or telephonically, as soon as possible. The party should be prepared to provide the Help Desk with the following information:

- The name of the password registrant
- The case number
- The docket number
- The correction being requested

If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. The filing party will be advised if the document needs to be refiled.

## Case Number Formats Used To Enter Documents

ECF will allow you to enter several different case formats in order to perform a search or file a document. If you enter a format that the system does not recognize, you will receive this error message along with several examples of acceptable formats.



We suggest that you use YY-#### and select the appropriate case number, from the list.

## Viewing Transaction Log

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk (see p. 2) as soon as possible. For complete instructions on viewing your Transaction Log please (see p. 36).

## User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter [www.akd.uscourts.gov](http://www.akd.uscourts.gov), and when the Court's web page opens, [click] on the CMECF tab at the top of the page and select "Reference Materials".

## A Step-By-Step Guide

### A Step-By-Step Guide

Below is a step-by-step guide for accessing the system, preparing a document for filing, and how to electronically docket in ECF. We suggest that you go through the steps on the computer-based training system before filing a document in the live system.

### How to Access the System

Users can get into the system via the Internet by going to:

<http://ecf.akd.uscourts.gov>

Or you can go to the District of Alaska's Public web site at [www.akd.uscourts.gov](http://www.akd.uscourts.gov) and [click] on the **Electronic Case Filing** hyperlink.

[Click] on **District of Alaska -Document Filing System** to open the login screen and login to ECF.

### Logging Into ECF

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.



**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.  
  
An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**  
Login:   
Password:   
client code:

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

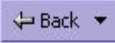
Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

**Important Note: Use your ECF login and password if you are entering the system to file a pleading or to maintain your account. If you wish to enter ECF to query the database for case information or to view a document, enter your PACER login and password. You will be charged a fee to view ECF case docket and document.**

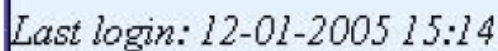
Verify that you have entered your ECF login and password correctly. If not, [click] on the  button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, [click] on the  button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

**Login failed either your login name or key is incorrect**

- [Click] on the  button on your browser toolbar and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of hyperlinked options on the CM/ECF menu bar at the top of the ECF screen.

The image shows a light blue rectangular box with a thin vertical blue line on its left side. Inside the box, the text 'Last login: 12-01-2005 15:14' is displayed in a black, monospaced font. Below the text, centered, is a small black square icon.

**Note:** The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk as soon as possible.

## Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil-** Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal-** Select **Criminal** to electronically file all criminal case pleadings, motions, or other Court documents.
- Query-** **Query** ECF by specific case number, party name, or nature of suit to view documents that are relevant to the case. (You must login to **PACER** before you can query ECF.)
- Reports-** Choose **Reports** to retrieve docket sheets, user docket activity and/or written opinions. (You must login to **PACER** before you can view an ECF report.)
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout-** User should always logout of the system when they have completed their ECF session.



## Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically docket civil case pleadings and other documents. See the list of ECF documents ("events") at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a motion with the Court. The process is similar regardless of the event.

### General Rules and Manipulations


#### Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
- or  accepts the entry just made and displays the next entry screen, if any.

#### Correcting a mistake (prior to submission):



Use the  button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is submitted electronically, to the court, only the court can make changes or corrections.

### Signatures:

The party identification name and password will constitute the party's signature for Fed. R. Civ. P. 11 purposes. All documents filed electronically must include a signature block in compliance with the appropriate Local Civil and Criminal Rule and include the typewritten name, address, telephone number, facsimile number, e-mail address and attorney's Alaska Bar Registration Number, if application. In addition, the name of the password registrant under whose password the document is submitted should be preceded by a "s/" and typed in the space where the signature would otherwise appear.

s/[Name of Password Registrant]

Address

City, State, Zip Code

Phone: (xxx)xxx-xxxx

Fax: (xxx)xxx-xxxx

E-mail: [xxx@xxx.xxx](mailto:xxx@xxx.xxx)

[Attorney bar number, if applicable)

Documents requiring signatures of more than one party must be filed either by submitting a scanned document containing all necessary signatures or a listing of all names of signatories on the document by means of a "s/[Name](consent) signature block for each.

By submitting such a document, the filer certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filer has been authorized to submit the document on their behalf. Physical, facsimile or electronic signatures may be used to satisfy the requirements of the provision.

## Filing a Civil Complaint

The Court will accept case initiating documents (e.g. Complaints, Notices of Removal, Civil Cover Sheet, Summons) sent by e-mail, sent by U.S. Mail or delivered in person to the Clerk's office. The preferred method is to receive case initiating documents by e-mail in (.pdf) format at the following address: [newcvcases@akd.uscourts.gov](mailto:newcvcases@akd.uscourts.gov). The subject matter of the e-mail should read **"name of divisional office-new civil case", ie: "Anchorage-new civil case"**. Parties filing case initiating documents via e-mail will be contacted by the Clerk's Office to obtain the method of payment for the case opening fee. Case initiating documents sent by U.S. Mail or delivered in person to the Clerk's Office should be accompanied by disc in electronic (.pdf) format with a check or money order for the case opening fee. All new case filing fees must be received by the Clerk's office **no later than 3 business days** after receipt of the case initiating documents. **The case will be filed the date that the filing fee or application to proceed inform a pauperis is received.**

Pursuant to 28 U.S.C. §1446 a defendant or defendants desiring to remove any civil action from state court shall file in the District Court a Notice of Removal signed pursuant to Rule 11 of the Federal Rules of Civil Procedure and containing a short and plain statement of the grounds for removal, together with a copy of all process, pleadings and orders served upon such defendant or defendants in such action. **Parties filing a Notice of Removal should refrain from submitting any additional state court documents, other than those required by 28 U.S.C. §1446, until directed to do so by the Court's Notice to Petitioner Subsequent to Removal.**

Parties requesting summons to be issued may present them to the court by e-mail, by U.S. mail, or by delivery in person to the Clerk's Office. The party requesting the issuance of summons must complete the top portion of the summons form. To submit the summons by e-mail, they must be sent to [newcvcases@akd.uscourts.gov](mailto:newcvcases@akd.uscourts.gov). If the summons are submitted **after** the case initiating documents, the subject matter of the e-mail should read **"name of division office-summons for new civil case", ie: "Anchorage-summons for new civil case"**.

Once the summons has been issued, the Clerk's Office will notify the requesting party that the summons is available for pick up at the Clerk's office, or if a self-addressed stamped envelope was submitted, the summons will be mailed to the requesting party.

A party may not electronically serve a summons, but instead must perfect service according to Rule 4 of the Federal Rules of Civil Procedure. Affidavits of service, that pertain to an executed summons, may be filed electronically through ECF.



## Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (i.e Motion, Notice, etc. See Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary; and carefully review before you submit
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.

### 1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

[Click] on **Motions**, under Motions and Related Filings



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you the type of motion being filed is located.

**Motions**

- Stay
- Strike
- Substitute Attorney
- Substitute Party
- Summary Judgment**
- Take Deposition
- Taxation of Costs
- Temporary Restraining Order

Next Clear

For demonstration purposes, highlight **Preliminary Injunction** and [click] [Next](#)

## 2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and [click] on [Next](#).

**ECF** Civil • Criminal • Query •

**Motions**

**Case Number**

05-201 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

Next Clear

- If the number is entered incorrectly, [click] [Clear](#) to re-enter. If the computer prompts that you entered an invalid case number, [click] on [Back](#) to re-enter.
- When the case number is correct, [click] on [Next](#).

## 3. Designate the party(s) filing the document

**Motions**

[3:05-cv-00201-JWS-JDR Java v. Grey](#)

Select the filer.

Select the Party:

Grey, Earle [Defendant] [Add/Create New Party](#)

Java, Joe [Plaintiff]

Next Clear

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and **[click]** on each party of the group.

After highlighting the parties to the motion, **[click]** on the **Next** button.

Note: If the party does not appear, see the section of this manual titled Add/Create New party.

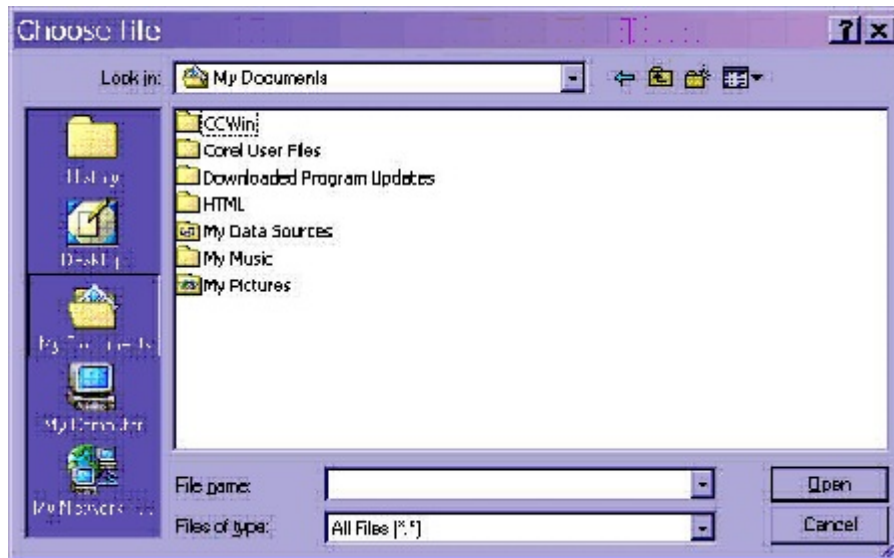
- 4. Specify the PDF file name and location for the document to be filed.**  
ECF accepts the party or parties selected and refreshes the screen to display the screen depicted below. ECF displays a field for locating and entering the PDF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents filed in ECF **must be** in PDF format. ECF will not accept documents not in PDF format.

The screenshot shows a web interface titled "Motions" in blue. Below the title is a blue link: "3:05-cv-00201-JWS-JDR Java v. Grey". The main instruction reads: "Select the **pdf** document (for example: C:\199cv501-21.pdf)." Below this is a section labeled "Filename" containing a text input field and a "Browse..." button. Underneath is the label "Attachments to Document:" followed by two radio buttons, "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

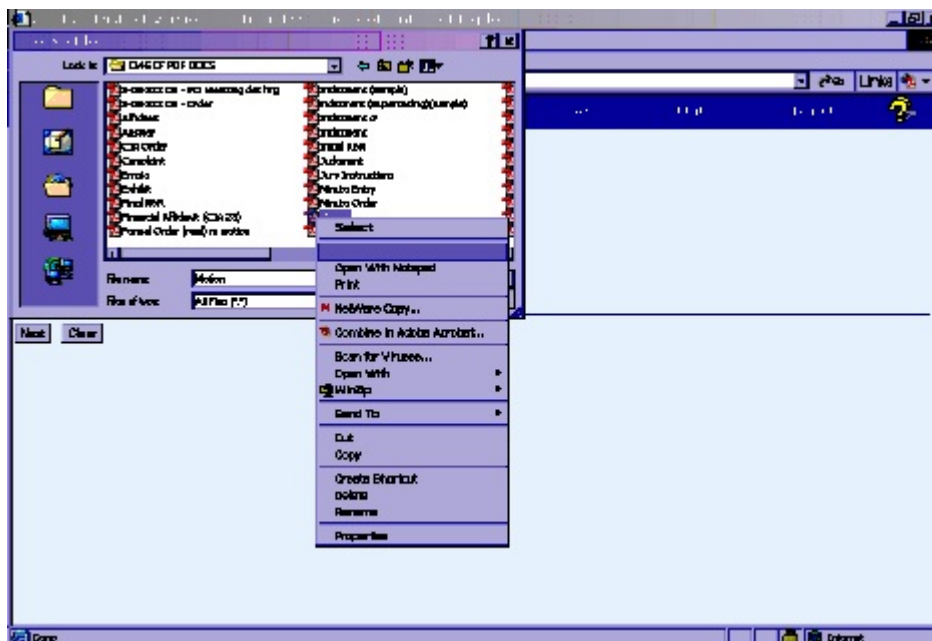
Note: Non-dispositive motions must have an attached proposed order (See D.Ak. LR 7.4)

- [Click] on the **Browse...** button. ECF opens the following screen.



- Navigate to the appropriate directory and locate the file name of the document being filed.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document you should view it. Right mouse **[click]** on the highlighted file name to open a quick menu and left mouse **[click]** on **[Open with Acrobat 7.0]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close the pdf program and **[click]** on the **Open** button. ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen.

**Motions**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

Select the **pdf** document (for example: C:\199cw501-21.pdf)

**Filename**  
 **Browse...**

**Attachments to Document:** ☒ No ☐ Yes

**Next** **Clear**

- Users must comply with D. Ak. LR 7.4.
- If there are no attachments to the motion, **[click]** on **Next**. A new Motions window opens. Go to Section 6, “Modifying Docket Text,” to proceed with your filing.
- If you have Attachments to your motion, you will select [Yes] on the screen depicted above. **[Click]** on **Next** and proceed to the first step in Section 5, “Adding Attachments to Documents Being Filed”.

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you **[click]** on the **Next** button.

**Motions**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

ERROR: Document is not a well-formed PDF document (no further information is available).


**Back**

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- [Click]** on the **Back** button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

## Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you [click]  from the screen depicted above, ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

## 5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion, the following screen is displayed.

**Motions**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

**Select one or more attachments.**  
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).


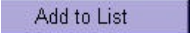
**Filename**

---

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- [Click] on  to search for the document file name of the attachment.
- Next to the field for attachment Category, [click] on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
  - To describe the attachment more fully, [click] in the Description box and type a clear and concise description of the attachment.
- [Click] on .

ECF adds the selected document as an attachment to the pleading. A new Motions screen opens to display the file name of the newly attached document.

**Motions**  
3:05-cv-00201-JWS-JDR Java v. Grey

Select one or more attachments.  
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**  
T:\CM-ECF PDF DOCS\Exhibit.pdf

2) At your option, select a document category, enter a description, and select a type.

Category	Description
Exhibit	A pgs 1-25

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, **[click]** on

## 6. Stipulation or Unopposed Motion

If filing an Unopposed or Stipulated Motion, remember to include that in your docket text.

## 7. Modify docket text

If appropriate, the user will be given the opportunity to select a modifier. If appropriate **[Click]** the triangle in the text box, shown below, to open a modifier drop-down list. Select the appropriate modifier.

**Motions**  
3:05-cv-00201-JWS-JDR Java v. Grey

Docket Text: Modify as Appropriate

Next **[Click]** in the open text area to type additional text for the description of the pleading. Any text that the user enters will appear in *italics* in the docket.



**8. Submit the pleading.**

- [Click] on the **Next** button. The following screen will be displayed with the complete text for the docket entry.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, [click] the **Back** button on the browser's toolbar to find the screen you wish to alter.

**Motions**  
3:05-cv-00201-JWS-JDR Java v. Grey

Docket Text: Final Text

MOTION for Preliminary Injunction to *cease and desist from* by Earle Grey. Responses due by 11/28/2005 Replies due by 12/5/2005. (Attachments: # (1) Exhibit A pgs 1-25)(Wilts, Attorney)

**Attention!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Next** **Clear**

- [Click] on the **Next** button to file and docket the pleading.

**Note: The screen depicted above contains the following warning.**

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- [click] on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- [click] on the browser's **Back** button until *you return to the desired screen*.

**Next**



## 9. Notice of Electronic Filing

ECF automatically displays an ECF filing receipt (Notice of Electronic Filing), after you submit the document.

3:05-cv-00201-JWS-JDR Java v. Grey

U.S. District Court  
District of Alaska

Notice of Electronic Filing

The following transaction was received from Wilts, Attorney entered on 11/7/2005 at 10:21 AM AST and filed on 11/7/2005

**Case Name:** Java v. Grey  
**Case Number:** [3:05-cv-201](#)  
**Filer:** Earle Grey  
**Document Number:** [10](#)

**Docket Text:**  
MOTION for Preliminary Injunction to *cease and desist from* by Earle Grey. Responses due by 11/28/2005 Replies due by 12/5/2005. (Attachments: # (1) Exhibit A pgs 1-25)(Wilts, Attorney)


The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1105331613 [Date=11/7/2005] [FileNumber=59869-0]  
[c7b30fde8f98f5efa2bf09f26e5cc6a983ba1c5aa6697083bb5d3ffdb3928adf40a6d  
9e36221b6c29a9eb88568af6c1f1cd78aa3492d4d86c1a0fd4057600782]]  
**Document description:**Exhibit A pgs 1-25  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1105331613 [Date=11/7/2005] [FileNumber=59869-1]  
[988352d4901c1e9bc494c6b57a200ae41299a88a7afe8c9dbcec218240adcc19d6397  
df6102eaf7b848d426352718c2f240264aa899a20c4d0e83d142a7e00d7]]

**3:05-cv-201 Notice will be electronically mailed to:**

Green Oolong natalie\_day@akd.uscourts.gov  
Walter Palmer walter.palmer@attysrus.com  
Attorney Wilts chad\_wilts@akd.uscourts.gov

**3:05-cv-201 Notice will be delivered by other means to:**

- The screen depicted above provides confirmation that ECF has stored the pleading that is now an official Court document. It also displays the date and time of your transaction and the number that was assigned to your document.
- Select  (Print) on the browser's toolbar to print the document receipt.
- Select **[File]** from the browser's menu, and choose **[Save As...]** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: See the U.S. District Court for the District of Alaska's Local Rules for procedures on service of electronically filed documents..

## **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System generates and distributes a Notice of Electronic Filing to the designated attorneys. Individuals who receive electronic notification of the filing are permitted one "free look" at the document, [**click**] on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The Court strongly urges users to save/print the Notice of Electronic Filing *and* documents for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be accomplished through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties cannot be served electronically. See NEF "Notice will be delivered by other means to:" to determine who needs to be served by mail.

## Add/Create New Party

When filing in ECF, you may need to add a party to an existing case. Examples of events that may require adding a party are: an Answer with Counterclaim, an Amended Complaint, Third-Party Complaint and a Complaint in Intervention.

[Click] on the **Civil** in the ECF bar at the top of the screen. After selecting the appropriate event, enter your case number. Select the filing party (the party who you represent should already be listed). You will be prompted to identify which document your filing relates to; in our example it would be the Complaint. [Click] in the box to the left of the Complaint and [click] next. Identify, review, and upload your PDF document to ECF.

Once you [click] on the Next button, you will be prompted to answer whether or not your Answer contains a Counterclaim, Cross-Claim or Third-Party Complaint. [Click] into each box to the left of the question that applies. For this example, we will select Counterclaim and [click] on the Next button. Since this Counterclaim adds a party not already in the case, you will need to add them.

1. **Add/Create New Party.** [Click] on the hyperlink as shown here.

**Answers to Complaints**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

**Counter Party Complaint**

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

**Select the Party:**      **OR**      **Select a Group:**


Grey, Earle [Defendant]

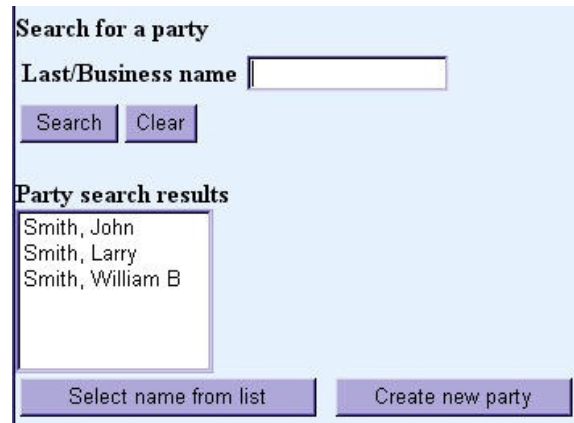
Java, Joe [Plaintiff]

☒ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

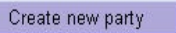

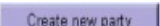
[Add/Create New Party](#)

**Next**      **Clear**

2. **Name Search.** Enter the Last Name of your party; if the new entry matches any names in ECF, the system will display a list as shown here. Verify that the name in the system is the same party being added. To choose the name, highlight the name and then **[click]** on .



The screenshot shows a web interface titled "Search for a party". It features a text input field labeled "Last/Business name" with a search button and a clear button. Below the input field, the "Party search results" are displayed in a list box containing three entries: "Smith, John", "Smith, Larry", and "Smith, William B". At the bottom of the interface, there are two buttons: "Select name from list" and "Create new party".

3. **Search results.** If the new name does not match one already in the system you will need to create one by clicking on . We entered the last name of <Latte>, and **[clicked]** on . The system did not find a match. **[Click]** on .



The screenshot shows the same "Search for a party" interface. The "Last/Business name" field is empty. The "Party search results" section displays the message "No person found." Below this message is a single button labeled "Create new party".

4. **Party Information Screen.** Add the party's first name, middle name (or initial) and, and last name and party role. Leave all other fields blank. Once you have updated the party record, [**click**] on the **Submit** button.

**Party Information**

Last name	<input type="text" value="Latte"/>	First name	<input type="text" value="Vanilla"/>
Middle name	<input type="text" value="K."/>	Generation	<input type="text"/>
Title	<input type="text"/>		
Role	<input type="text" value="Defendant (dft:pty)"/>	Pro se	<input type="text" value="no"/>
Prisoner Id	<input type="text"/>	Office	<input type="text"/>
Unit	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text	<input type="text"/>		
Start date	<input type="text" value="11/7/2005"/>		

Note: If the new party is a company (i.e: ABC Construction Co.) enter the entire company name into the “last name” field.

5. **Select new party.** You will be returned to the screen in (Step 1) after entering the new party information. This time the party you added will be one of the names to choose from. Highlight the name you created and [**click**] on **Next** .


**Answers to Complaints**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

**Counter Party Complaint**

Select from the following list the party(s) **against** whom you are filing this Counterclaim .


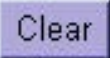
<b>Select the Party:</b>	<b>OR</b>	<b>Select a Group:</b>
<input type="text" value="Latte, Vanilla K. [Defendant]"/> <input type="text" value="Grey, Earle [Defendant]"/> <input type="text" value="Java, Joe [Plaintiff]"/>		<input checked="" type="radio"/> No Group <input type="radio"/> All Defendants <input type="radio"/> All Plaintiffs <input type="radio"/> All Parties

[Add/Create New Party](#)

6. **Jury Demand.** Answer the question, “Does this Answer include a jury demand? Y/N” with either a <y> or <n> depending on your filing. For this example, enter <n> and [click] on .

**Answers to Complaints**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

Does this Answer include a jury demand Y/N?



 



7. **Modify/enter docket text.** On the screen below, users can add any additional text in the provided text boxes. Any added information will appear in *italics* on the docket.

**Answers to Complaints**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

Docket Text: Modify as Appropriate.

ANSWER to Complaint ,  COUNTERCLAIM  
 against Vanilla K. Latte by Earle Grey. (Wilts, Attorney)



8. **Review final docket text.** This is the point of “No Return” so verify information is correct; if not [click] on the browser’s  button and make the corrections. Once you have confirmed the text on this screen [click] the  button.

**Answers to Complaints**  
[3:05-cv-00201-JWS-JDR Java v. Grey](#)

Docket Text: Final Text

ANSWER to Complaint, COUNTERCLAIM against Vanilla K. Latte by Earle Grey.(Wilts, Attorney)

**Attention!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

## 9. Notice of Electronic Filing.

ECF automatically displays an ECF filing receipt (Notice of Electronic Filing), after your submission of the document.

District of Alaska	
Notice of Electronic Filing	
The following transaction was received from Wilts, Attorney entered on 11/7/2005 at 5:08 PM AST and filed on 11/7/2005	
<b>Case Name:</b>	Java v. Grey
<b>Case Number:</b>	<a href="#">3:05-cv-201</a>
<b>Filer:</b>	Earle Grey
<b>Document Number:</b>	<a href="#">11</a>
<b>Docket Text:</b>	
ANSWER to Complaint, COUNTERCLAIM against Vanilla K. Latte by Earle Grey. (Wilts, Attorney)	
The following document(s) are associated with this transaction:	
<b>Document description:</b> Main Document	
<b>Original filename:</b> n/a	
<b>Electronic document Stamp:</b>	
[STAMP doccfStamp_ID=1105331613 [Date=11/7/2005] [FileNumber=59881-0]	
[cf38a6ce3d9ab026f1129d7e45821f1bed7c4040fc3eb451e69c1d24edad11bb77bc2	
30bbfc9e4e0b23ce66218d7d95a0efb2f12032b2ad1a4c78eb708478dea]]	
<b>3:05-cv-201 Notice will be electronically mailed to:</b>	
Green Oolong	natalie_day@akd.uscourts.gov
Walter Palmer	walter.palmer@attysrus.com
Attorney Wilts	chad_wilts@akd.uscourts.gov
<b>3:05-cv-201 Notice will be delivered by other means to:</b>	



## Criminal Events Feature

### Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to be filed (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;
- 6) Attach the appropriate PDF document;
- 7) Add any PDF attachments, if any, to the document being filed;
- 8) Modify docket text as necessary, and carefully review before submission;
- 9) Submit the pleading electronically;
- 10) Receive notification of electronic filing

Filing a document in a criminal case is very similar to filing a document in a civil case. One minor difference is that you will be prompted to select the Defendant that you represent. You may have to select your defendant twice.

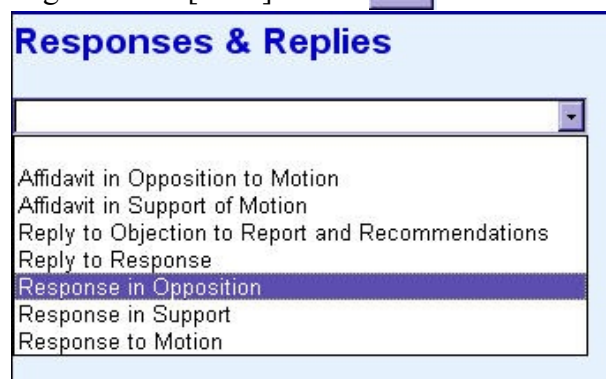
If you are filing a responsive pleading which refers to a filing made by another defendant, you will need to select the defendant who made the original filing. Then select the represented defendant as the filing party.

### How to link your Opposition to the related Motion:

For this example we will submit a **Response in Opposition** to the motion to continue entered by the prosecution.

Follow the steps outlined in the Civil instructions to Login to ECF system. Then **[click]** on **Criminal** in the ECF bar at the top of the screen. Under the header “Motions and Related Filings” click on “Responses and Replies”.

1. **Select filing document.** From the dropdown list, select the type of responsive document being filed and **[click]** on the **Next** button.



**Responses & Replies**

- Affidavit in Opposition to Motion
- Affidavit in Support of Motion
- Reply to Objection to Report and Recommendations
- Reply to Response
- Response in Opposition**
- Response in Support
- Response to Motion



2. **Enter case number.** Enter the case number in which the responsive document is being filed and then [click] on the **Next** button.

### Responses & Replies

#### Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

**Next****Clear**

3. **Designate the defendant being represented.** For this example, the filer represents Sofia Pedroncelli. Remember as noted above, the only time you will select a defendant, other than the one you represent, is if you are responding to a filing made by another defendant.

### Responses & Replies

*Make appropriate selections*

☐ 3:05-cr-00201-JWS-JDR-1 - John Smith

☒ 3:05-cr-00201-JWS-JDR-2 - Sofia Pedroncelli

☐ 3:05-cr-00201-JWS-3 - Debbie Carsin


☐ All defendants

**Next****Clear**

4. **Verify the case number and caption are correct.**

### Responses & Replies

3:05-cr-00201-JWS-JDR USA v. Smith et al

5. **Designate the filing party(s).** On the same screen as (Step 3), select the filing party. In this example select **Sofia Pedroncelli** and click on .



**Responses & Replies**


3:05-cr-00201-JWS-JDR USA v. Smith et al

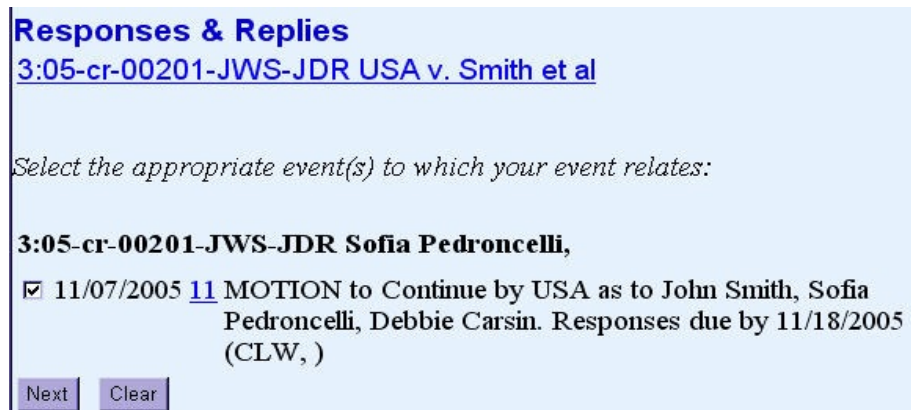
**Select the filer.**

**Select the Party:**

- USA [Plaintiff]
- Smith, John (1) [Defendant]
- Pedroncelli, Sofia (2) [Defendant]**
- Carsin, Debbie (3) [Defendant]

6. **Upload of the PDF document to ECF.** [Click] on the  button and follow the steps in Civil (Step 4) for the upload of association. If you have attachments, add them now following the steps in Civil (Step 5).
7. **Relate the responsive document to the appropriate underlying document.** In this example, you are filing a Response in Opposition to an existing Motion in ECF. To do so, [click] in the checkbox to the left of the appropriate motion.





**Responses & Replies**

3:05-cr-00201-JWS-JDR USA v. Smith et al

*Select the appropriate event(s) to which your event relates:*

**3:05-cr-00201-JWS-JDR Sofia Pedroncelli,**

☒ 11/07/2005 11 MOTION to Continue by USA as to John Smith, Sofia Pedroncelli, Debbie Carsin. Responses due by 11/18/2005 (CLW, )

8. **Modify the docket text as necessary.** You may enter additional text in the text box for your docket entry. Any text that you enter will appear in *italics* on the docket sheet.

**Responses & Replies**  
[3:05-cr-00201-JWS-JDR USA v. Smith et al](#)

Docket Text: Modify as Appropriate.

**RESPONSE in Opposition by Sofia Pedroncelli re [11] MOTION to Continue**  
 (Wilts, Attorney)

9. **To submit the pleading.**

- Click [Click] on the  button. The following screen will be displayed with the complete text for the docket entry.
- Review the docket text and correct any errors. If you need to modify data on a previous screen [click] the  button on the browser's toolbar to find the screen you wish to alter.

**Responses & Replies**  
[3:05-cr-00201-JWS-JDR USA v. Smith et al](#)

Docket Text: Final Text

**RESPONSE in Opposition by Sofia Pedroncelli re [11] MOTION to Continue (Wilts, Attorney)**

**Attention!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- To complete the filing the user will need to [click] on the  button.

10. **Receive a Notice of Electronic Filing.** ECF automatically displays an ECF filing receipt (Notice of Electronic Filing), after submission of the document.

### Responses & Replies

[3:05-cr-00201-JWS-JDR USA v. Smith et al](#)

**U.S. District Court**

**District of Alaska**

#### Notice of Electronic Filing

The following transaction was received from Wilts, Attorney entered on 11/7/2005 at 12:06 PM AST and filed on 11/7/2005

**Case Name:** USA v. Smith et al

**Case Number:** [3:05-cr-201](#)

**Filer:** Dft No. 2 - Sofia Pedroncelli

**Document Number:** [12](#)

#### Docket Text:

RESPONSE in Opposition by Sofia Pedroncelli re [11] MOTION to Continue (Wilts, Attorney)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**n/a

#### Electronic document Stamp:

[STAMP dcecfStamp\_ID=1105331613 [Date=11/7/2005] [FileNumber=59878-0]  
[64eb3341edc72c9688235ec00abdba2e9d886352b1e5df36498f07c43d86aac679329  
6d894fe5f556d880d497cafaba99ec2a68383addc24b533945df8a77cdb]]

#### 3:05-cr-201-2 Notice will be electronically mailed to:

Julie Jones jjones@lawfirm.com

Walter Palmer walter.palmer@attysrus.com

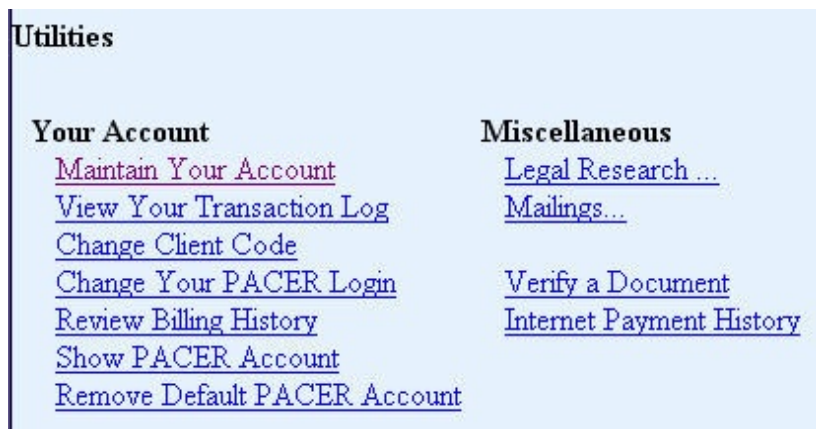
Crandon Randell sample@hotmail.com

#### 3:05-cr-201-2 Notice will be delivered by other means to:

## Utilities Feature


### Your Account

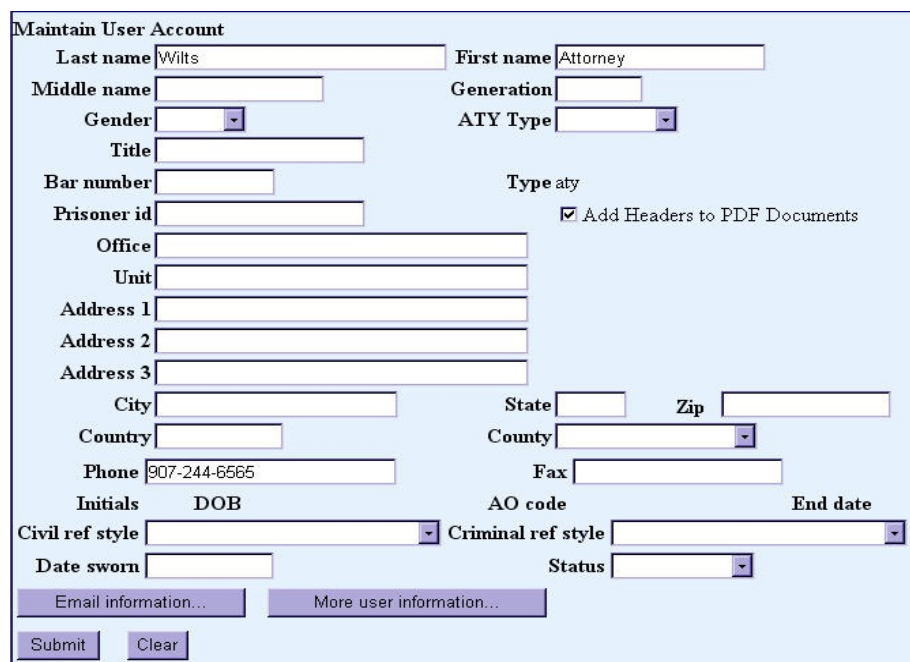
The ECF system allows users to perform some maintenance to their accounts. These instructions will help you change/ update your password, enter, update or remove e-mails addresses associated with your account, and review your transaction log. After logging in to ECF [**click**] on **Utilities** in the blue menu bar. The following screen is displayed:



The screenshot shows a blue menu bar with the title "Utilities". Below the title, there are two columns of links. The left column is titled "Your Account" and contains links for "Maintain Your Account", "View Your Transaction Log", "Change Client Code", "Change Your PACER Login", "Review Billing History", "Show PACER Account", and "Remove Default PACER Account". The right column is titled "Miscellaneous" and contains links for "Legal Research ...", "Mailings...", "Verify a Document", and "Internet Payment History".

### Change/Update Password

1. In order to change/update your password, [**click**] on **Maintain Your Account** under the **Your Account** heading. You should see the screen below, [**click**] on the  button .



The screenshot shows the "Maintain User Account" form. It contains various input fields for user information, including Last name (Wilts), First name (Attorney), Middle name, Generation, Gender, Title, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone (907-244-6565), Fax, Initials, DOB, AO code, End date, Civil ref style, Criminal ref style, Date sworn, and Status. There are also checkboxes for "Add Headers to PDF Documents" and "Email information...". At the bottom, there are "Submit" and "Clear" buttons.



2. In the Password field enter your new password. Once you have entered your new password, **[click]** on the [Return to Account screen](#) button.

**More User Information for Attorney Wilts**

<b>Login</b>	<input type="text" value="attywilts"/>	<b>Last login</b>	11-07-2005 16:15
<b>Password</b>	<input type="password" value="*****"/>	<b>Current login</b>	11-08-2005 16:15
<b>Prid</b>	104	<b>Create date</b>	07/06/2005
<b>Registered</b>	Y	<b>Update date</b>	10/31/2005
<b>Internet Credit Card</b>	N		
<b>Groups</b>	Attorney		
<a href="#">Return to Account screen</a>		<a href="#">Clear</a>	

3. You will be returned to the same screen as (Step 1), “Maintain Your Account” **[click]** on the [Submit](#) button. You should see the screen below; to confirm your new password, **[click]** on the [Submit](#) button again.

Case specific fields were not altered.  
Press submit to continue with update of person

[Submit](#) [Clear](#)

4. This is the account update confirmation screen. Make sure you receive this screen before leaving the Utilities menu.

Updating person record...  
Update Person Prid: 104

The update was successful.... prid 104 - Attorney Wilts


Updating user record  
The user update was successful

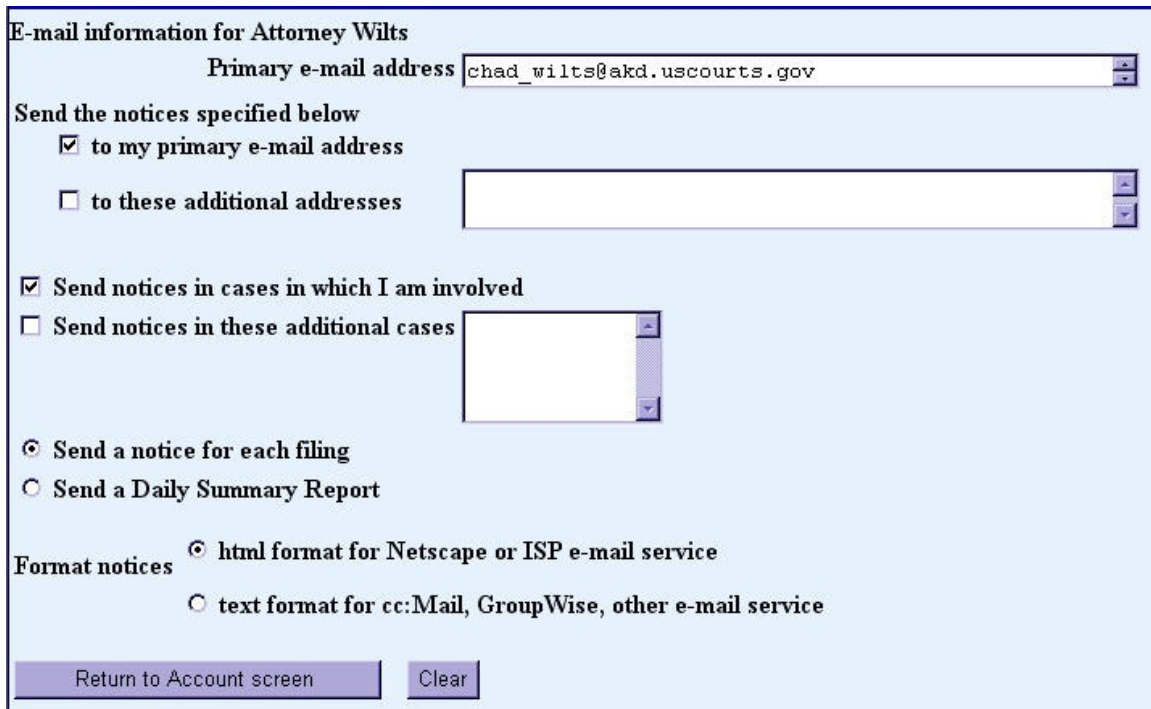
Participant records were not altered.

No email edit requested

User edit complete

## Enter, Update and Remove E-Mail Addresses

1. To enter, update, or remove an e-mail address from your account, login to ECF, [click] on **Utilities** on the menu bar and [click] on **Maintain User Account** under **Your Account** as outlined above. [Click] on the  button. You should see the screen below.



E-mail information for Attorney Wilts

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved




☐ Send notices in these additional cases

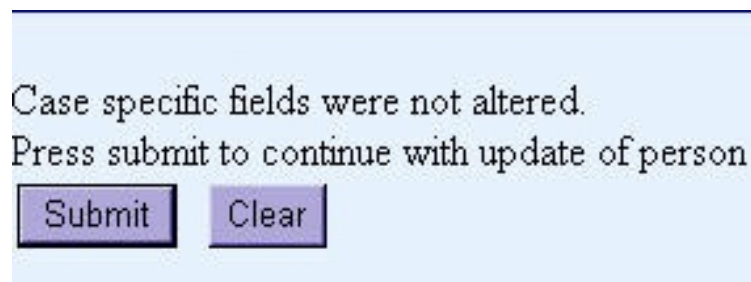
☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

2. This screen allows you to update your e-mail address, add additional e-mail addresses to your account or add cases in which you would like to be notified of filing activity. To ensure receipt of NEFs, the Court recommends having at least one additional address on your account. An alternate address may be a personal address, an assistant or other designated account. Each of these accounts will receive one “free” look at each document filed in matters associated with your account. Once you have made your changes, [click] on the  button and [click] on the  button on the **Maintain User Account** screen. You should see the screen below. [Click] the  button once more for the e-mail confirmation screen.



Case specific fields were not altered.

Press submit to continue with update of person

3. This is the account update confirmation screen. Make sure you receive this screen before leaving the Utilities menu.

Updating person record...  
Update Person Prid: 104

The update was successful.... prid 104 - Attorney Wilts

Participant records were not altered.


Set up automatic e-mail notification complete for Attorney Wilts  
Send Notification in all cases for which you represent a party = on  
Send Notification to primary e-mail address = on  
Case list:

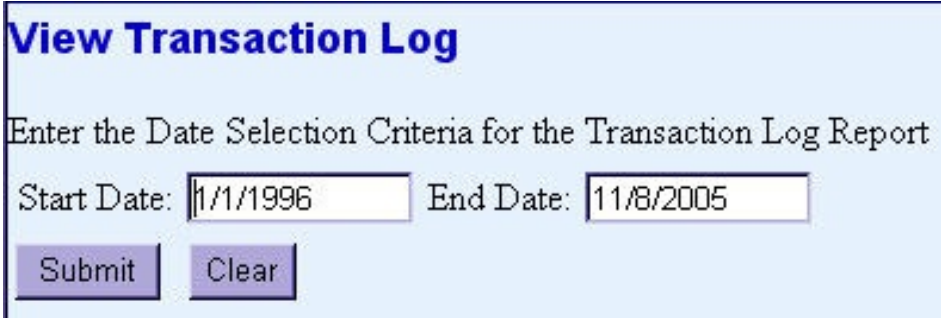
E-mail notice of electronic filings for selected cases= off  
Summary e-mail = off  
Primary e-mail Address: chad\_wilts@akd.uscourts.gov  
Additional e-mail Address:

Formatting of notices = HTML (Internet e-mail)  
No user update requested



## View Your Transaction Log

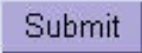
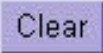
1. To **View your Transaction Log**, login to ECF, [click] on **Utilities** on the ECF bar and [click] on **View Your Transaction Log**. Enter a <Start Date:> and <End Date:> for your report as the default dates might cover a large date range. Once your dates have been entered, [click] on the  button.



**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date:  End Date:

2. The screen below is just an excerpt from the entire Transaction Log Report. Please review your entire report to determine that all of the items on your report are correct/valid filings/activities. If you do not recognize a filing as your own, please contact the Help Desk immediately.


Transaction Log			
Report Period: 01/01/1996 - 11/08/2005			
Id	Date	Case Number	Text
126764	07/06/2005 15:18:15		Updated person record: Atty wilts Prid: 104
126764	07/06/2005 15:18:15		Updated user record: attywilts 104
126766	07/06/2005 15:34:41	3-05-cv-1313	Third MOTION to Amend/Correct [1] Complaint <I>removed jury demand</I> by James B Dough. (wilts, Atty)
126777	07/08/2005 08:52:23	3-05-cr-1313-1	MOTION to Amend/Correct by USA as to Samuel K Twilinger. Responses due by 7/15/2005 (Attachments: # (1))(wilts, Atty)
128081	08/25/2005 12:26:23	3-05-cr-1313-1	RESPONSE in Opposition by Samuel K Twilinger re [3] MOTION to Amend/Correct <I>TEST LANGUAGE</I> (wilts, Atty)

## Logout

Once you have completed all of your transactions in ECF, you can **[click]** on **Logout** in the ECF menu bar. This will terminate your session.

Warning!!!! If you **[click]** on Logout before submitting a document for filing, your work WILL NOT BE SAVED!



If you forget to use the **Logout** feature, you may receive an error message the next time you login to ECF. You will need to **[click]** on the  button to login to ECF.

---

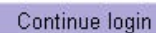
**Warning: the account you entered is already logged in.**

This is probably the result of one of these two circumstances:

- You did not click "LogOut" on the top bar when you last used CM/ECF.  
**Click the "Continue login" button below to complete the login process.**

OR

- You share this account and someone else is using it.  
**Click the "Cancel" button below to return to the login screen.**  
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated.]

A rectangular button with a light blue gradient and a thin black border, containing the word 'Cancel' in black text.A rectangular button with a light blue gradient and a thin black border, containing the text 'Continue login' in black text.

If you cannot successfully login to ECF and receive other errors repeatedly, please contact Help Desk.

## Attachment A

### HOW TO QUERY THE ECF SYSTEM

To enter the query mode, **[click]** on *Query* from the Blue menu bar of ECF. You may query the ECF database by case number, name, or nature of suit.

#### A. Party Query

Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

Select A Person

Ex. There were 2 matching persons.

Sabby, David P. (aty)

Sabby, Don A. (aty)

If you **[click]** on the name of the party, ECF will open the *Query* window for the specific case you selected. [Note: If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. **[Click]** on the case number hyperlink and ECF opens the query screen for the case.]

You may choose specific case information from a list of query options, **[click]** on the appropriate hyperlinked item from the list below.

#### Query

Alias

Associated Cases

Attorney

Case Summary

Docket Report

Filers

History/Documents

Party

Related Transactions

Status

## Attachment A - Continued

### B. Attorney Query

This query option displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

### C. Case Summary

This query option provides a summary of current case-specific information, such as information that is required on the Civil Cover Sheet, dates specific to the case, parties, and attorneys.

### D. Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen with fields that will narrow the search of the information you want to view.

You may select a date range for your docketing report as well as a range of docketing numbers. [Note: If you leave the date ranges blank, ECF will default to print the entire docketing report.]

After you have selected the parameters of your report, [**click**] on the [Run Report] button. ECF will run your specified docketing report and display it in a window on the screen.

### E. History/Documents

This selection queries the database for case event history and documents associated with the case. [**Click**] on *History/Documents* hyperlink, ECF opens a screen from which you may select the sort order for the query report.

ECF also offers you the option to display the docket text in the report.

After making your sort selections, [**click**] on [Run Query] button. ECF queries the database and builds your report.

## **Attachment B**

### **Attorney's Civil Events List**

#### **Initial Pleadings and Service**

##### **Complaints, Other Initiating Documents**

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred in - District Transfer
- Case Transferred in - Divisional Transfer
- Complaint
- Counterclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255
- Notice of Condemnation
- Notice to Take Foreign Deposition
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment
- Third Party Complaint

##### **Service of Process**

- Acknowledgment of Service
- Affidavit of Service
- Certificate of Service
- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

##### **Answers to Complaints**

##### **Other Answers**

- Amended Answer to Complaint
- Answer to Complaint (Notice of Removal)
- Answer to Writ of Garnishment
- Claim

## **Other Answers Continued:**

Withdrawal of Claim

## **Motions and Related Filings**

### **Motions**

1-Ex Parte Sealed Motion  
Alter Judgment  
Amend/Correct  
Appeal In Forma Pauperis  
Appear  
Appoint Counsel  
Appoint Custodian  
Appoint Expert  
Appoint Guardian/Attorney ad Litem  
Appoint Receiver  
Approve Consent Judgment  
Attorney Fees  
Bifurcate  
Bill of Costs  
Bond  
Certificate of Appealability  
Certify Class  
Change Venue  
Compel  
Consolidate Cases  
Continue  
Declaration of Mistrial  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Directed Verdict  
Disbursement of Funds  
Disclosure  
Discovery  
Dismiss  
Dismiss Case as Frivolous  
Dismiss/Lack of Jurisdiction  
Dismiss/Lack of Prosecution  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Enforce Judgment  
Entry of Default

## **Motions Continued:**

Expedite  
Extension of Time to Amend  
Extension of Time to Complete Discovery  
  
Extension of Time to File Answer  
Extension of Time to File Document  
Extension of Time to File Response/Reply  
File Excess Pages  
Forfeiture of Property  
Hearing  
In Limine  
Intervene  
Issuance of Warrant in rem  
Joinder  
Judgment Based on ADR Settlement  
Judgment Debtor Exam  
Judgment NOV  
Judgment as a Matter of Law  
Judgment of Forfeiture  
Judgment on Partial Findings  
Judgment on the Pleadings  
Judgment under Rule 54(b)  
Leave to Appeal  
Leave to File Document  
Letters Rogatory  
Limited Admission  
Miscellaneous Relief  
More Definite Statement  
New Trial  
Order of Sale  
Partial Summary Judgment  
Permanent Injunction  
Preliminary  
  
Proceed In Forma Pauperis  
  
Produce  
Protective Order  
Quash  
Reassign Case  
Reconsideration  
Recusal  
Refund of Fees Paid Electronically  
Release of Bond Obligation  
Release of Funds

**Motions Continued:**

Remand  
Remand to Agency  
Remand to Bankruptcy Court  
Remand to State Court  
  
Reopen Case  
Return of Property  
Sanctions  
Seal  
Seal Case  
Seal Document  
Sealed Motion  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict  
Settlement  
Sever  
Show Cause  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Take Deposition  
Taxation of Costs  
Temporary Restraining Order  
Unseal Case  
Unseal Document  
Vacate  
Withdraw  
Withdraw Reference  
Withdraw as Attorney  
Writ  
Writ of Garnishment  
Writ of Habeas Corpus ad prosequendum  
Writ of Habeas Corpus ad testificandum  
Writ of Mandamus

**Responses and Replies**

Objection to Report and Recommendations  
  
Reply to Objection to Report and Recommendations



**Responses and Replies Continued:**

Reply to Response to Motion

Reply to Response to Motion (Sealed)

Response in Opposition to Motion

Response in Opposition to Motion (Sealed)

Response in Support of Motion

Response to Motion (Non-Opposition)

Response to Motion (Non-Opposition)(Sealed)

**Other Filings****ADR Documents**

Consent to Arbitration

Consent to Mediation

Objection to Report of Arbitrator/Mediator

Request for Trial De Novo

**Discovery Documents**

Answer to Interrogatories

Deposition

Initial Disclosure

Interrogatories Propounded

Notice to Take Deposition

Request for Admissions

Request for Production of Documents

Response to Discovery Request

**Notices**

Certificate of Counsel

Notice (Other)

Notice of Acceptance with Offer of Judgment

Notice of Appearance

Notice of Acceptance with Offer of Judgment

Notice of Change of Address

Notice of Lis Pendens

Notice of Removal

Notice of Settlement

Notice of Voluntary Dismissal

**Trial Documents**

Agreement for Jury Verdict

Exhibit List

Proposed Findings of Fact

**Trial Documents Continued:**

Proposed Jury Instructions  
Proposed Voir Dire  
Trial Brief  
Witness List

**Appeal Documents to USCA**

Appeal Transcript Request  
Appeal of Magistrate Judge Decision to District Court  
Appellants Brief  
Appellants Reply Brief  
Appellees Brief  
Designation of Record on Appeal  
Notice of Appeal  
Notice of Cross Appeal  
  
Notice of Interlocutory Appeal  
Subsequent Notice of Appeal

**Other Documents**

Affidavit  
Amended Document (NOT Motion)  
  
Amicus Curiae Appearance  
Application for Writ  
Bill of Costs  
Consent to Magistrate Judge Disposition on Motion  
Corporate Disclosure Statement  
Errata  
Financial Affidavit  
Financial Affidavit - CJA 23  
Interpleader  
Jury Demand  
Objections to Answer to Writ  
Pretrial Memorandum  
Proposed Pretrial Order  
  
Redacted Document  
  
Redaction Index  
Report of Rule 26(f) Planning Meeting  
  
Response to Order  
Response to Order to Show Cause  
Satisfaction of Judgment  
Settlement Agreement

**Other Documents Continued:**

Statement  
Status Report  
Stipulation  
Stipulation of Dismissal  
Suggestion of Bankruptcy  
Suggestion of Death  
Transcript Request

## **Attachment C**

### **Attorney's Criminal Events List**

#### **Charging Instruments and Pleas**

##### **Pleas and Plea-Related Documents**

Notice of Intent to Change Plea

Plea Agreement

#### **Motions and Related Filings**

##### **Motions:**

1- Ex Parte (Non-CJA Sealed Motion)

1- Ex Parte CJA 20 Sealed Motion Requesting Payment (atty)

1 - Ex Parte CJA 21 Sealed Motion Requesting Payment (experts)

1 - Ex Parte CJA 26 Sealed Motion Requesting Payment (Excess Fees)

Acquittal

Alter Judgment

Amend/Correct

Appeal In Forma Pauperis

Appear

Appoint Counsel

Appoint Expert

Bifurcate

Bill of Particulars

Bond

Brady Materials

Certificate of Appealability

Change Venue

Compel

Consolidate Cases

Continue

Declaration of Mistrial

Deferral of Prosecution

Directed Verdict

Disclosure

Discovery

Dismiss

Dismiss/Lack of Jurisdiction

Dismiss/Speedy Trial

Disqualify Counsel

Disqualify Judge

Disqualify Juror

Early Termination of Probation

Exclude

Expedite

**Motions Continued:**

Extension of Time to File Document  
Extension of Time to File Response/Reply  
Extension of Time to Indict  
File Amicus Brief  
File Excess Pages  
Forfeiture of Property  
  
Handwriting Exemplars  
Hearing  
In Limine  
Inspect  
Issuance of Warrant in rem  
Joinder  
Judgment NOV  
  
Judicial Recommendation Against Deportation  
Leave to Appeal  
Leave to File Document  
Medical Exam  
Medical Treatment  
Miscellaneous Relief  
Modify Conditions of Release  
New Trial  
Order of Competency to Stand Trial  
Produce  
Protective Order  
Psychiatric Exam  
Psychiatric Treatment  
Quash  
Quash Indictment/Information  
Reconsideration  
Recusal  
Reduce Sentence  
Refund of Fees Paid Electronically  
Release Bond Obligation  
Release from Custody  
Release of Funds  
Remand  
Remand to State Court  
Return of Property/PostTrial  
Return of Property/PreTrial  
Return of Surety  
Revoke  
Sanctions

**Motions Continued:**

Seal  
Seal Case  
Seal Document  
Sealed Motion  
Separate Trial on Counts  
Service by Publication  
  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Sentence  
Set Aside Verdict  
Sever Defendant  
Show Cause  
Show Cause re Revocation of Probation  
Show Cause re Revocation of Supervised Release  
Special Appearance  
Speedy Trial  
Stipulation  
Strike  
Substitute Attorney  
Suppress  
Take Deposition  
Travel  
Unopposed Motion  
Unseal Case  
Unseal Document  
  
Vacate  
Vacate (2255)  
Victim Rights  
Warrant  
Warrant for Arrest of Property  
Withdraw Document  
Withdraw Plea of Guilty  
Withdraw Plea of Nolo Contendere  
Withdraw as Attorney  
Writ  
Writ of Habeas Corpus ad prosequendum  
Writ of Habeas Corpus ad testificandum

**Responses and Replies**

Objection to Report and Recommendations  
Reply to Objection to Report and Recommendation  
Reply to Response  
Reply to Response (Sealed)

## **Responses and Replies Continued:**

- Response in Opposition
- Response in Opposition (Sealed)
- Response in Support
- Response to Motion (Non-Opposition)
- Response to Motion (Non-Opposition)(Sealed)

## **Other Filings**

### **Discovery Document**

- Demand for Alibi Witness
- Demand for Public Authority Witness
- Notice of Alibi
- Notice of Alibi Witness
- Notice of Error or Defect
- Notice of Insanity Witness
- Notice of Intent to Use Evidence
- Notice of Issue of Foreign Law
- Notice of Public Authority Defense
- Notice of Public Authority Opposition Witness
- Withdrawal of Alibi
- Withdrawal of Insanity Defense
- Withdrawal of Insanity Witness
- Withdrawal of Public Authority Defense

### **Waivers**

- Waiver of Counsel
- Waiver of Indictment
- Waiver of Interstate Agreement on Detainers
- Waiver of Minimum Time to Trial
- Waiver of Preliminary Examination or Hearing
- Waiver of Presence at Arraignment
- Waiver of Presentence Investigation Report
- Waiver of Rule 5(c)(3) Hearing
- Waiver of Speedy Trial
- Waiver of Trial by Jury

### **Service of Process**

- Application for Writ of Habeas Corpus ad Prosequendum
- Application for Writ of Habeas Corpus ad Testificandum
- Certificate of Service
- Judgment Returned Executed
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Summons Returned Executed

## **Service of Process Continued**

- Summons Returned Unexecuted
- Warrant Returned Unexecuted
- Warrant Returned Executed
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

## **Notices**

- Deferral of Prosecution
- Nolle Prosequi
- Notice (Other)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Change of Address
- Notice of Intent to Seek Death Penalty
- Notice to Resume Prosecution

## **Trial Documents**

- Exhibit List
- Proposed Jury Instructions
- Proposed Voir Dire
- Request for Special Findings of Fact
- Stipulation to Jury
- Trial Brief
- Witness List

## **Appeal Documents to USCA**

- Appeal of Magistrate Judge Decision to District Court - Criminal Case
- Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
- Defendant Brief
- Defendant Reply Brief
- Designation of Record on Appeal
- Government Brief
- Government Reply Brief
- Notice of Appeal - Conditions of Release
- Notice of Appeal - Final Judgment
- Notice of Appeal - Interlocutory
- Notice of Docketing Appeal from Magistrate Judge Decision
- Transcript Request - Appeal



## **Other Documents**

Affidavit  
Affidavit - Rule 40  
Consent to Magistrate Judge Disposition on Motion  
Consent to Trial Before US Magistrate Judge  
Errata  
Financial Affidavit - CJA23  
Information to Establish Prior Conviction  
Joinder to Motion  
Objection to Presentence Investigation Report  
Objection to Report and Recommendations  
Pretrial Memorandum  
Redacted Document  
Redaction Index  
Refusal of Magistrate Judge Jurisdiction  
Reply to Objection to Report and Recommendations  
Response to Order to Show Cause  
Sealed Document  
Sentencing Memorandum  
Statement  
Status Report  
Supplement  
Transcript Request  
Withdrawal of Motion